

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Operational Printing and Photographic Support

DD/A Registry

85-0163/4

FROM: [] Chief
 Printing & Photography Division, OL
 158 P&P Bldg.

EXTENSION

NO.

OL - 11016-85

DATE

4 February 1985

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DDA
 Executive Officer
 7D24 Hqs.

6 Feb 85

Ede

2. ADDA

2

3. DDA

11 FEB 1985

2

4.

5.

6.

Brenda

2/11/85

de

7.

8.

9.

10.

DDA SUBJECT FILE COPY

11.

12.

13.

14.

15.

DD/A REGISTRY

FILE: 45-112

action, please
 designate for O/DDA.

primary: EXO/DDA
 alternate: DDA/MS

DD/A Regist.

85-0163/4

4 February 1985

MEMORANDUM FOR: Special Assistant, DDO
Executive Officer, DDA
Executive Assistant, DDI
Executive Assistant, DDS&T

FROM: [REDACTED] Chief
Printing & Photography Division,
Office of Logistics

SUBJECT: Operational Printing and Photographic
Support

1. In response to senior Agency management guidance, it is requested that you identify each officer at the Division management level (DO Branch) who is authorized to requisition printing or photographic support from the Office of Logistics, Printing and Photography Division in support of an operational program/project. Henceforth, all requisitions for such support must be signed by the Division (DO Branch) Chief and must clearly state that the requisition is in support of a specific named operation. The Office of Logistics, Printing and Photography Division will maintain a register of such officers and of the operational requisitions forwarded. It will be the component's responsibility to forward name changes as they occur.

2. If you have any questions concerning this matter, please contact me on [REDACTED]

OL - 11016-85

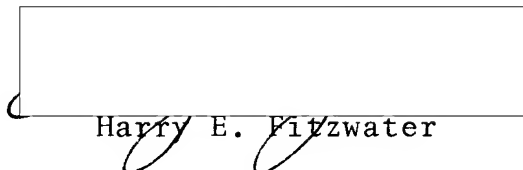
8 FEB 1985

MEMORANDUM FOR: Deputy Director of Central Intelligence
VIA: Executive Director
FROM: Harry E. Fitzwater
Deputy Director for Administration
SUBJECT: Operational Printing Support

1. In response to your concern for positive control over printing support for Agency operational programs, I have directed that all requisitions for printing and photographic support of operational projects must be executed by officers at the division (DO branch) level, and the requisition must clearly indicate that it is for an operational requirement.

2. Each directorate has been requested to forward the name and title of each responsible officer to the Office of Logistics, Printing and Photography Division. That Division will maintain a register of such officers and of the operational requisitions forwarded by them.

STAT


Harry E. Fitzwater



Deputy Director
for Administration

6 FEB 1985

Harry:

Suggest a copy of this be sent to DDCI
with note: "Ref your memo to DDO and DDS&T
15 Jan 85, Subject: Authorization for Printing.
Although P&PD has required a requisition signed
by a responsible officer for all printing
requests, the attached will tighten up and require
sign off by specifically designated officers
on all operational material henceforth. Harry"

Jim

*I thought I
signed the memo
to DDCI re
same sub.*

STAT

U. S. G. P. O. 1978-0-261-647/3354

Date

ROUTING AND TRANSMITTAL SLIP

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1. EO/DDA		EO	7 Feb
2. ADDA			FEB 1985
3. DDA (For Signature)			
4.			
5.			
Action	File	Note and Return	
Approval	For Clearance	Per Conversation	
As Requested	For Correction	Prepare Reply	
Circulate	For Your Information	See Me	
Comment	Investigate	Signature	
Coordination	Justify		

REMARKS

The attached memorandum has been coordinated with the Director of Logistics. There is no reference included with this memorandum. There was a telephonic conversation between [redacted] regarding Mr. McMahon's concern re Operational Printing Support.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
[redacted] Chief	158 P&P
Printing & Photography Division	Phone No.
Office of Logistics, DDA	[redacted]

8041-102

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

ROUTING AND TRANSMITTAL SLIP

Date

4 February 1985

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. Director of Logistics		
2. <input type="text"/>		
3. _____		
4. _____		
5. _____		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

SUSPENSE: 19 February 1985

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Harry E. Fitzwater

DDA

Room No.—Bldg.

7 D 24 Hqs

5041-102

★ GPO : 1983 O - 381-529 (301)

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.306

DDA 85-0163/2



Deputy Director
for Administration

4 FEB 1985

NOTE FOR: Director of Logistics

SUBJECT: Attached Memorandum on DO
Operational Printing
Requirements Validation

What are the rules regarding
printing in P&PD? Think we should have
the same restrictions!

/s/ HARRY

Harry

Attachment

Regraded Unclassified when
separated from attachment

CONFIDENTIAL

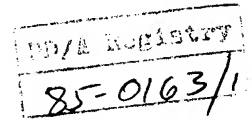
DDA/HEFitzwater:cn (4 Feb 85)

Distribution:

Original - Addressee w/att
1 - DDA Subject w/att
1 - DDA Chrono w/o att
1 - HEF Chrono w/o att

Att: Memorandum to DDCI from DDO & DDS&T,
dtd 20 Jan 85, Subject: Validation
of DO Operational Printing
Requirements (DDA 85-0163/1)

CONFIDENTIAL



DDS&T-062/85

23 JAN 1985

MEMORANDUM FOR: Deputy Director of Central Intelligence

FROM: Clair E. George
Deputy Director for Operations

R. E. Hineman
Deputy Director for Science and Technology

SUBJECT: Validation of DD Operational Printing
Requirements

REFERENCE: Memo for DDO and DDS&T fm DDCI, dtd 15 Jan 85,
Same Subject

The DD and OTS have taken steps to ensure that in the future OTS will not act upon informal or verbal requests to print materials for operational use. OTS is now drafting a DOI specifying that requests for printing support must be in written form and must be signed by a DD Officer at Branch Chief level or above. Pending the coordination and issuance of this DOI, the Chief of OTS' Graphics and Authentication Division will not commence work on DD requests for printing until a written, validated request is received from a DD Officer at the appropriate level.

/s/ Clair E. George^o

Clair E. George

R. E. Hineman

cc: Executive Director
Inspector General
Director of Legislative Liaison
Deputy Director for Administration

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Executive Registry	
85-	189

DDA Registry
85-0163

15 January 1985

MEMORANDUM FOR: Deputy Director for Operations
Deputy Director for Science and Technology

FROM: John N. McMahon
Deputy Director of Central Intelligence

SUBJECT: Authorization for Printing

45-12

25X1
25X1

1. During a conversation with Senator Leahy yesterday, he expressed concern that OTS had printed [redacted] without an official work order of any kind.

2. I would like you both to ensure that any request for printing operational materials is provided in writing at the branch chief level or above.

25X1
25X1

[redacted]
John N. McMahon

cc: Executive Director
Inspector General
Director of Legislative Liaison
Deputy Director for Administration ✓

*D/OA provided
w/ copy 1/24/85
by EO/DDA.*

DDA Registry (file)

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